

CHANGE 1

DLIFLC & POM
Presidio of Monterey, CA 93944
18 April 2003

Military Awards
DECORATIONS, AWARDS, AND HONORS

1. Change POM Pam 600-8-22, 1 March 2003, as follows:
 - a. Change para 6a(b) (page 3) from “NLT 45 days” to “NLT 30 days”.
 - b. Remove **APPENDIX B** and insert new **APPENDIX B (Change 1)**.
2. File this transmittal sheet in front of this publication

**DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
AND PRESIDIO OF MONTEREY**

Presidio of Monterey, California 93944-5006

POM Pamphlet
Number 600-8-22

March 2003

**Military Awards
DECORATIONS, AWARDS, AND HONORS**

1 REFERENCES:

- a. DoD Manual 1348.33-M, Military Decorations & Awards, Sep 96.
- b. AR 600-8-22, Military Awards, 25 Feb 95
- c. TRADOC Supplement 1 to AR 600-8-22, 6 Dec 99

2. **PURPOSE.** Deserving military personnel should be recognized for meritorious service and/or achievement when making a significant contribution toward mission accomplishment at the Defense Language Institute Foreign Language Center and Presidio of Monterey (DLIFLC & POM). This pamphlet prescribes the policy and procedures for proper recognition of deserving DLIFLC & POM military personnel.

3. **SCOPE.** This pamphlet applies to all military personnel assigned or attached to the DLIFLC & POM.

4. POLICY.

a. General.

(1) The Adjutant General's (AG) office will administer the Joint Service/Department of Defense (DoD) military awards program. Service component commanders are responsible for their individual Service award programs in accordance with pertinent Service regulations.

(2) Reassignment from DLIFLC & POM or separation from active service IS NOT to be the sole basis for initiation of a recommendation for award. Evaluation of personnel for recommendation of an award is based on the "whole person" concept. Supervisors recommending personnel for awards should consider overall performance, including community service, extracurricular activities, leadership ability, and attitude, in addition to duty performance. Participation in the Joint Service Color Guard, Joint Service Funeral Detail, sporting events, and activities such as Language Day or The World Wide Language Olympics add to the strength of the award, and represent the "whole person" concept.

* This pamphlet supersedes POM Pamphlet 600-8-22 dated 1 October 1997

(3) Criteria for Army individual decorations are set forth in Chapter 3, AR 600-8-22, Military Awards. Criteria for awards of Joint Service/DoD awards (through the Defense Meritorious Service Medal) are prescribed at APPENDIX A.

(4) Joint military awards should reflect both the individual's level of responsibility and his/her manner of performance in the current Joint Service environment. DO NOT base awards of meritorious service/achievement upon the grade of the intended recipient. The degree of the service/achievement contributed towards the accomplishment of the unit's mission will be the guiding factor. Service members in student status ARE NOT authorized joint awards IAW DoD Manual 1348.33-M, Chapter 3.2.2.

b. Recognition upon retirement.

(1) Individuals approaching retirement may be considered for a Joint Service/DoD award based on their years of service, degree of responsibility and duty performance in the current Joint Service assignment. DoD award recommendations will be based solely on the tour of Joint Service IAW DoD Manual 1348.33-M, Chapter 3.2.11. Army award recommendations can include the last ten years of service.

(2) Individual Service Awards: Each Service commander will establish appropriate procedures and guidelines for submission of awards under the governing regulations of their particular component.

(3) The recommending commander/staff supervisor will determine if an award is appropriate for the retiring individual.

c. Presentation. Awards will be presented at an appropriate ceremony.

5. RESPONSIBILITIES.

a. Adjutant General: Has the overall staff responsibility for the DLIFLC & POM Joint Service/DoD military awards program, and will ensure that all required actions are accomplished prior to award presentation or departure of service member. The AG will also administer the award for Army Achievement Medal (AAM) approved by the Installation Commander and for Army Commendation Medal (ARCOM) and higher.

b. Service Commanders: Have overall responsibility for their individual Service awards program.

c. Units: Submit award recommendations through appropriate channels to the appropriate office IAW Service or DLIFLC & POM policy. Ensure that a disk accompanies the award recommendation to make corrections as needed.

d. Recommending Officials: Submit award recommendations within appropriate timeframes (see paragraph 6a below). A memorandum explaining its lateness will accompany any recommendation submitted outside the timeframe.

6. PROCEDURES.

a. General.

(1) All Joint Service/DoD military award recommendations submitted will arrive at the AG, ATTN: Military Personnel Division (MPD) Awards Section, ready for consideration by the DLIFLC & POM Military Awards Board. The DLIFLC & POM Military Awards Board process is discussed in paragraph 5c below.

(a) Forward Joint Service Commendation Medal (JSCM) and higher recommendations requiring Training and Doctrine Command (TRADOC) or Headquarters, Department of the Army (HQDA) approval to AG Office, **NLT 90 days** prior to the desired date of presentation.

(b) Submit all other recommendations to the AG Office **NLT 45 days** prior to the desired presentation date.

(c) Awards for achievement will be submitted no more than 30 days after date of achievement.

(d) The desired presentation date will be entered in pencil in Item 12a of DA Form 638, Recommendation for Award, along with the type of award. This date will be used for meeting the suspense to the AG's Office.

(2) For awards requiring a narrative, it must be specific and factual, giving concrete examples of exactly what the person did, how it was done, what benefits or results realized, and why or how such benefits or results were realized, and why or how such benefits or results significantly exceeded standard performance of duty. For Joint Service award, ensure the descriptive narrative supports his/her interaction with other Service(s).

(3) A sample of opening and closing lines for proposed citations is at APPENDIX B.

(4) A checklist for properly completing the DA Form 638, Recommendation for Award is at APPENDIX C.

(5) Forward recommendations for individual Service awards to the appropriate office in accordance with each component's established procedures.

b. Award Submission.

(1) Submit Joint Service/DoD Military Awards on DA Form 638 through supervisory and command channels to the highest approving headquarters. Each level of command will endorse

the recommendation. Comments, if any, will be annotated on the reverse side of DA Form 638. Comments are required for recommendations of downgrade or disapproval. In Part III, Item 20, Achievement # 1 through 4, limit the descriptive narrative of the act, achievement, or service to the following:

(a) Defense Meritorious Service Medal (DMSM): Type "SEE ATTACHED" in Achievement # 1 and attach a double-spaced, two page narrative in paragraph format (2-1/2 page for retirement award).

(b) Joint Service Commendation Medal (JSCM): Use Achievement # 1 through 4. If more space is needed to justify the recommendation, type "SEE ATTACHED" in Achievement # 1 and attach a double-spaced, two page narrative in paragraph format (2-1/2 page for retirement award).

(c) Joint Service Achievement Medal (JSAM): Use Achievement # 1 through 4.

(2) Letter of Continuity can be written for service members who change jobs during their tenure here at DLIFLC & POM. A letter of continuity is written in lieu of an award so that a service member's next supervisor may receive more information about the service member's performance and will be able to recommend him/her for a more deserving distinguished award covering their entire time at DLIFLC & POM. A letter of continuity is written just like a regular award recommendation using DA Form 638. It is signed by the supervisor and passed on to the service member's next supervisor. There is no need to fill out the reverse portion of DA Form 638.

(3) Submit individual service awards in accordance with established procedures and guidelines for submission of awards under the governing regulations of their particular component.

c. DLIFLC & POM Military Awards Board Process.


(1) The DLIFLC & POM Military Awards Board consists of the Adjutant General, Installation Command Sergeant Major, Installation Chief of Staff, Assistant Commandant and the Installation Commander/Commandant acting as the President of the Board. The DLIFLC & POM Military Awards Board will review all Army and Joint Service/DoD military award recommendations.

(2) The AG office will compile recommendations and ensure the DA Form 638 is completed properly. The recommendation will be forwarded to the DLIFLC & POM Military Awards Board for approval/disapproval or upgrade/downgrade. Any recommendation requiring approval from higher headquarters will be forwarded through the appropriate channel. For any recommendation for award approved at this level, the AG office will prepare the award certificate and issue permanent orders.

(3) The DLIFLC & POM Military Awards Board process is at APPENDIX D.

The proponent agency for this pamphlet is the Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, DLIFLC & POM, ATTN: ATZP-AG, Presidio of Monterey, California 93944-5006.

FOR THE COMMANDER:


OFFICIAL:
ROBERT W. SMITH, JR
CPT, AG
Adjutant General

WINNIE CHAMBLISS
Director, Information Management

DISTRIBUTION: G

APPENDIX A: DLIFLC & POM Joint Service Awards Criteria
APPENDIX B: Opening and Closing Lines for Proposed Citation
APPENDIX C: Checklist for Recommendation for Award, DA Form 638
APPENDIX D: DLIFLC & POM Military Awards Board Process

APPENDIX A**DLIFLC & POM JOINT SERVICE AWARDS CRITERIA**

TYPE OF AWARD	APPROVING AUTHORITY	APPROPRIATE FOR	CRITERIA
Joint Service Achievement Medal (JSAM)	Commander DLIFLC & POM	Achievement, meritorious service(PCS/ETS)	The service and/or achievement, while of a lesser degree than that required for the Joint Service Commendation Medal, must have been accomplished with distinction. Individual must have provided a service and/or achievement that are incontestably exceptional and of a magnitude that clearly places him/her above peers.
Joint Service Commendation Medal (JSCM)	Commanding General TRADOC	Meritorious service (PCS/ETS/RET) (REFRAD)	Individual's outstanding performance of duty and meritorious service and/or achievement is incontestably exceptional and of a magnitude that clearly places him/her above peers and beyond maximum standard criteria for award of Service Commendation Medal.
Defense Meritorious Service Medal (DMSM)	Commanding General TRADOC	Meritorious service (PCS/ETS/RET) (REFRAD)	Individual must have provided outstanding noncombat meritorious service and/or achievement. The required service/achievement must have been accomplished with distinction that is clearly above and beyond that required for Meritorious Service Medal (MSM), JSCM, or Service Commendation Medal.

NOTE: Joint service awards should reflect both the individual's level of responsibility and his/her manner of performance in the current Joint Service environment. The degree of the service/achievement contributed towards the accomplishment of the unit's mission will be the guiding factor. Service members in student status ARE NOT authorized joint awards IAW DoD Manual 1348.33-M, Chapter 3.2.2.

APPENDIX B**OPENING AND CLOSING LINES FOR PROPOSED CITATIONS****OPENING:**

FOR DISTINGUISHING HIMSELF/HERSELF BY EXCEPTIONALLY MERITORIOUS SERVICE/ACHIEVEMENT AS (JOB TITLE) WHILE ASSIGNED TO (UNIT OF ASSIGNMENT) FROM (PERIOD COVERED). (See Note 2 below)

BODY OF CITATION**CLOSING:**

(RECIPIENT'S RANK AND LAST NAME) OUTSTANDING ACCOMPLISHMENT/SERVICE REFLECTS THE UTMOST CREDIT UPON HIMSELF/HERSELF, (THE NAME OF ORGANIZATION), THE UNITED STATES (BRANCH OF SERVICE), AND THE DEPARTMENT OF DEFENSE.

NOTES:

1. Use "ALL CAPS" for the Proposed Citation.
2. For Joint Service awards and LOM, include Unit of Assignment and Period Covered in the opening line of the citation. For MSM, ARCOM and AAM, do not include Unit of Assignment and Period Covered in the citation since they will be included in the certificate.
3. Spell out the recipient's rank.
4. For ACH awards – use "ACHIEVEMENT" in the opening line and "ACCOMPLISHMENT" in the closing line.
5. For SVC, PCS, ETS, RET or REFRAD – use "SERVICE" for both opening and closing lines.
6. For recommendations for MSM, JSCM, ARCOM, JSAM, or AAM, the Proposed Citation is limited to up to six lines.
7. For recommendations for LOM or DMSM, prepare the Proposed Citation on plain bond paper. Citation is limited to 9 to 12 lines, typewritten and double-spaced.
8. For Army awards (LOM, MSM, ARCOM, AAM), do not use "DEPARTMENT OF DEFENSE" in the closing line.

APPENDIX C CHECKLIST RECOMMENDATION FOR AWARD, DA FORM 638, NOV 94

ITEM #	EXPLANATION		
1	TO	CG, TRADOC Fort Monroe, VA 23651	For LOM, DMSM, MSM, JSCM
	TO	Commander, DLIFLC & POM Presidio of Monterey, CA 93944	For ARCOM, JSAM, AAM
2	FROM	Address of the service member's immediate Commander or Officer in Charge.	
3	DATE	Date DA Form 638 was prepared.	
4	NAME	LAST NAME, FIRST NAME, M.I. (recommend ALL CAPS)	
5	RANK	SPC, SFC, CPT, LTC, etc (Not Pay Grade)	
6	SSN	Self-explanatory.	
7	ORGANIZATION	Unit of assignment (not section/activity).	
8	PREVIOUS AWARDS	Recommender verifies previous awards from individual's service record. Only AAM or equivalent and higher should be recorded (not Good Conduct Medal, badges, and ribbons). If no awards, indicate "NONE".	
9	BRANCH OF SERVICE	US Army, US Navy, US Air Force, US Marine Corps, etc.	
10	RECOMMENDED AWARD	Type "AM" for the meantime and continue typing. After typing all the information, return to Item # 10 and replace "AM" with the appropriate recommended award (if listed in the drop down menu). If not, manually type the recommended award. Include the number of Oak Leaf Cluster, when necessary.	
11	PERIOD OF AWARD	Use inclusive dates (be consistent with format).	
12	a. INDICATE ACH, SVC, PCS, ETS, or RET	Self-explanatory. In addition to, indicate desired presentation date. Form Flow will not allow you to type this info, so either type or print the information, i.e. PCS (20 Sep 02).	
	b. INTERIM AWARD	If YES, complete the next information required.	
13	POSTHUMOUS	Select whether "YES" or "NO".	
14	NAME	LAST NAME, FIRST NAME, M.I. (recommend ALL CAPS)	
15	ADDRESS	Recommender's unit address. You can use section, activity, or the organization's address.	
16	TITLE/POSITION	Self-explanatory.	
17	RANK	For civilians, you can use civilian pay grade.	
18	RELATIONSHIP TO AWARDEE	For SVC, PCS, ETS or RET, the recommender should be, at least, the first line supervisor. For ACH, it does not have to be the supervisor. Anyone who has knowledge of the achievement can submit the recommendation.	
19	SIGNATURE	Self-explanatory.	
20	ACHIEVEMENTS	Recommendations for MSM, JSCM, ARCOM, JSAM, or AAM (except for ACH) – use Achievement # 1-4. Use bullet statements to list up to 4 achievements. For ACH, you do not have to use all 4 achievement blocks. Recommendations for LOM or DMSM, type "SEE ATTACHED" in Achievement # 1 block only. Prepare an attachment consisting of a double-spaced, two-page narrative (2-1/2 page for retirement). Title the attachment as "NARRATIVE".	
21	PROPOSED CITATION	Recommendations for MSM, JSCM, ARCOM, JSAM, or AAM, type the citation in this block. Citation is limited to up to <u>six lines</u> (USE ALL CAPS). Recommendations for LOM or DMSM, type "SEE ATTACHED" in this block. Prepare the Proposed Citation in a plain bond paper. Citation is limited to <u>9 – 12 lines</u> , typewritten, double-spaced and ALL CAPS. Title it as "CITATION".	

APPENDIX C **CHECKLIST** **RECOMMENDATION FOR AWARD, DA FORM 638, NOV 94**

ITEM #	EXPLANATION										
22	a and b Must be signed and dated by the unit administrative personnel, ISG, or the Unit Commander. This is to ensure that individual being recommended is eligible for award (not flagged for any favorable action or other derogatory action).										
RECOMMENDATIONS FOR LOM, DMSM, MSM, JSCM (FOR HHC, DLIFLC & POM PERSONNEL ONLY)											
23	INTERMEDIATE AUTHORITY First intermediate approving authority is the Unit Commander. Recommendation must be approved/signed and routed to the next level approving authority.										
	<table border="1"> <tr> <td>a. TO:</td><td>Chief of Staff, DLIFLC & POM Presidio of Monterey, CA 93944</td></tr> <tr> <td>b. FROM:</td><td>Commander, HHC, DLIFLC & POM Presidio of Monterey, CA 93944</td></tr> <tr> <td>c. DATE:</td><td>Date signed</td></tr> <tr> <td>d. RECOMMEND:</td><td>Place an "X" on recommendation.</td></tr> <tr> <td>e - i</td><td></td></tr> </table>	a. TO:	Chief of Staff, DLIFLC & POM Presidio of Monterey, CA 93944	b. FROM:	Commander, HHC, DLIFLC & POM Presidio of Monterey, CA 93944	c. DATE:	Date signed	d. RECOMMEND:	Place an "X" on recommendation.	e - i	
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24	INTERMEDIATE AUTHORITY Next intermediate approving authority is the Installation Chief of Staff. Recommendation must be approved/signed and routed to the next level approving authority.										
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e - i	Self-explanatory										
25	INTERMEDIATE AUTHORITY Next intermediate approving authority is the Installation Commander. Recommendation must be approved/signed and routed to the next level approving authority (TRADOC).										
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27	ORDERS DATA a. Orders Issuing HQ: Office of the Adjutant General, DLIFLC & POM Presidio of Monterey, CA 93944 b. LEAVE BLANK										
28-31	LEAVE BLANK										

APPENDIX C **CHECKLIST** **RECOMMENDATION FOR AWARD, DA FORM 638, NOV 94**

ITEM #	EXPLANATION											
22	a and b	Must be signed and dated by the unit administrative personnel, 1SG, or the Unit Commander. This is to ensure that individual being recommended is eligible for award (not flagged for any favorable action or other derogatory action).										
RECOMMENDATIONS FOR LOM, DMSM, MSM, JSCM (FOR 229TH MI BN PERSONNEL ONLY)												
23	INTERMEDIATE AUTHORITY	First intermediate approving authority is the Unit Commander. Recommendation must be approved/signed and routed to the next level approving authority.										
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28-31	LEAVE BLANK											
(*)	Only AAMs to be approved/signed by the Installation Commander will be forwarded to the Commander, DLIFLC & POM.											

APPENDIX C CHECKLIST RECOMMENDATION FOR AWARD, DA FORM 638, NOV 94

ITEM #	EXPLANATION											
22	a and b	Must be signed and dated by the unit administrative personnel, 1SG, or the Unit Commander. This is to ensure that individual being recommended is eligible for award (not flagged for any favorable action or other derogatory action).										
RECOMMENDATIONS FOR LOM, DMSM, MSM, JSCM (FOR AFELM, 311TH TRS, NTTCD, MCD PERSONNEL ONLY)												
23	INTERMEDIATE AUTHORITY	First intermediate approving authority is the Service Commander or Office-in-Charge. Recommendation must be approved/signed and routed to the next level approving authority.										
		<table border="1"> <tr> <td>a. TO:</td><td>Commander, DLIFLC & POM Presidio of Monterey, CA 93944</td></tr> <tr> <td>b. FROM:</td><td>Commander/OIC (UNIT) Presidio of Monterey, CA 93944</td></tr> <tr> <td>c. DATE:</td><td>Date signed</td></tr> <tr> <td>d. RECOMMEND:</td><td>Place an "X" on recommendation.</td></tr> <tr> <td>e - i</td><td>Self-explanatory</td></tr> </table>	a. TO:	Commander, DLIFLC & POM Presidio of Monterey, CA 93944	b. FROM:	Commander/OIC (UNIT) Presidio of Monterey, CA 93944	c. DATE:	Date signed	d. RECOMMEND:	Place an "X" on recommendation.	e - i	Self-explanatory
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d. RECOMMEND:	Place an "X" on recommendation.											
e - i	Self-explanatory											
24	INTERMEDIATE AUTHORITY	Next intermediate approving authority is the Installation Commander. Recommendation must be approved/signed and routed to the next level approving authority (TRADOC).										
		<table border="1"> <tr> <td>a. TO:</td><td>Commanding General, HQ TRADOC Fort Monroe, VA 23651</td></tr> <tr> <td>b. FROM:</td><td>Commander, DLIFLC & POM Presidio of Monterey, CA 93944</td></tr> <tr> <td>c. DATE:</td><td>Date signed</td></tr> <tr> <td>d. RECOMMEND:</td><td>Place an "X" on recommendation.</td></tr> <tr> <td>e - i</td><td>Self-explanatory</td></tr> </table>	a. TO:	Commanding General, HQ TRADOC Fort Monroe, VA 23651	b. FROM:	Commander, DLIFLC & POM Presidio of Monterey, CA 93944	c. DATE:	Date signed	d. RECOMMEND:	Place an "X" on recommendation.	e - i	Self-explanatory
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c. DATE:	Date signed											
d. RECOMMEND:	Place an "X" on recommendation.											
e - i	Self-explanatory											
25	LEAVE BLANK											
26-31	LEAVE BLANK											
RECOMMENDATIONS FOR ARCOM, JSAM, AAM (FOR AFELM, 311TH TRS, NTTCD, MCD PERSONNEL ONLY)												
22-23	SAME AS ABOVE											
24-25	LEAVE BLANK											
26	APPROVAL AUTHORITY	<table border="1"> <tr> <td>a. TO:</td><td>Office of the Adjutant General, DLIFLC & POM Presidio of Monterey, CA 93944</td></tr> <tr> <td>b. FROM:</td><td>Commander, DLIFLC & POM Presidio of Monterey, CA 93944</td></tr> <tr> <td>c. DATE:</td><td>Date signed</td></tr> <tr> <td>d. RECOMMEND:</td><td>Place an "X" on recommendation.</td></tr> <tr> <td>e - i</td><td>Self-explanatory</td></tr> </table>	a. TO:	Office of the Adjutant General, DLIFLC & POM Presidio of Monterey, CA 93944	b. FROM:	Commander, DLIFLC & POM Presidio of Monterey, CA 93944	c. DATE:	Date signed	d. RECOMMEND:	Place an "X" on recommendation.	e - i	Self-explanatory
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27	ORDERS DATA	<table border="1"> <tr> <td>a. Orders Issuing HQ:</td><td>Office of the Adjutant General, DLIFLC & POM Presidio of Monterey, CA 93944</td></tr> <tr> <td>b. LEAVE BLANK</td><td></td></tr> </table>	a. Orders Issuing HQ:	Office of the Adjutant General, DLIFLC & POM Presidio of Monterey, CA 93944	b. LEAVE BLANK							
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b. LEAVE BLANK												
28-31	LEAVE BLANK											

APPENDIX D DLIFLC & POM MILITARY AWARDS BOARD PROCESS

